# SUBMITTING A VIDEO/AUDIO ASSIGNMENT

Your instructor may ask you to submit a video or audio file for an assignment. Instructors receive submitted assignments through ulearn.
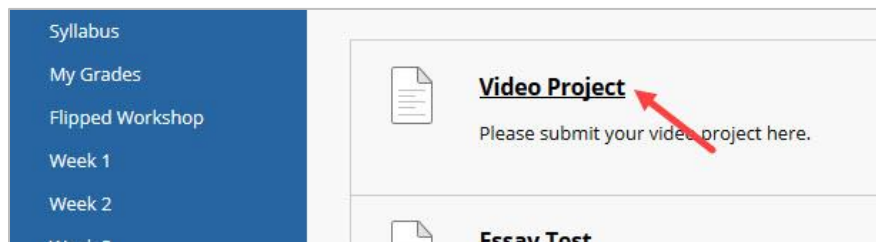
## Instructions

1. From the left-hand menu, click on the week or content area where the assignment is located.



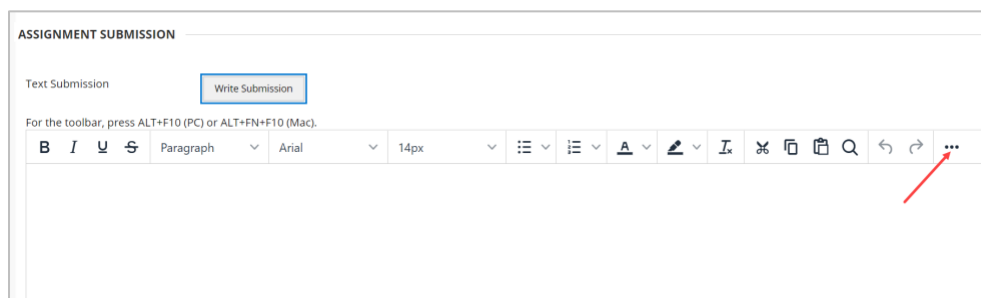2. Click on the name of the assignment.
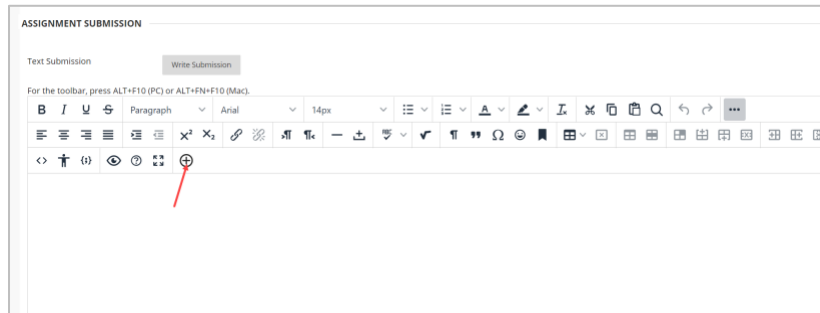


3. Click on **Write Submission**.



**Note:** Since video and audio files are often large files, never submit them through the **Browse My Computer** option.

4. From the tool bar in the text box, click on the three small dots to expand the menu.
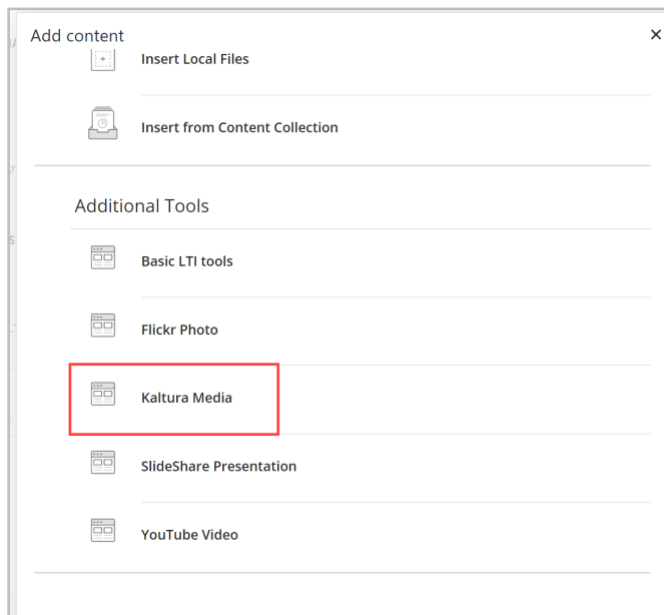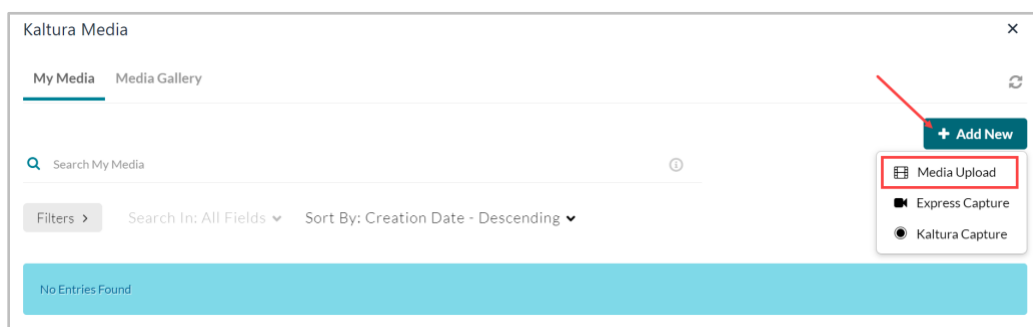
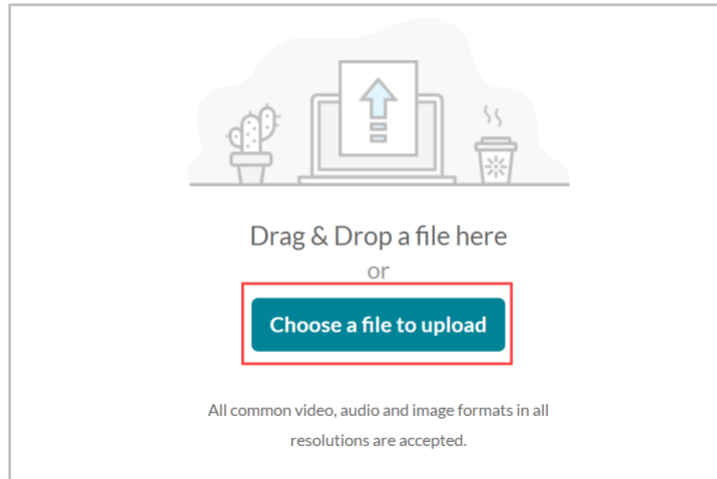5. Click on the **Add Content** icon.

6. Click on Kaltura Media.

7. To upload a video from your computer, click on **Add New** in the upper right hand corner, then select **Media Upload**. To record a video directly to Kaltura, click on **Express Capture**.
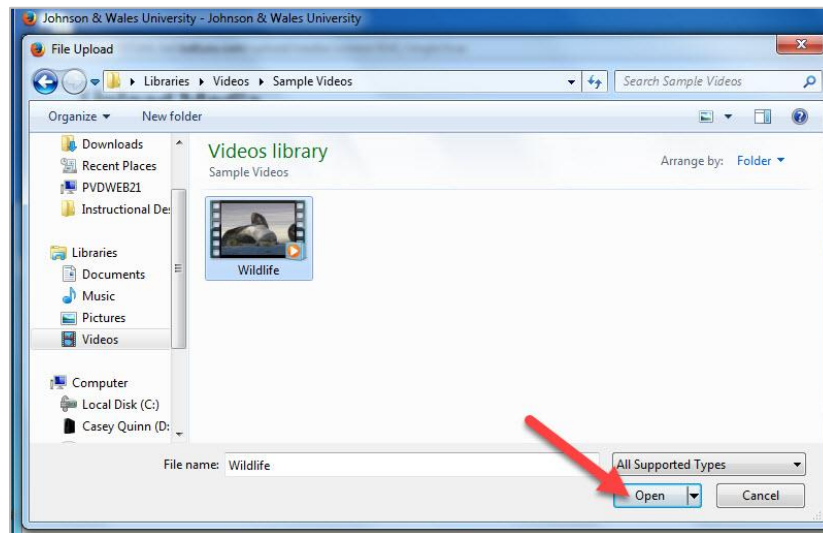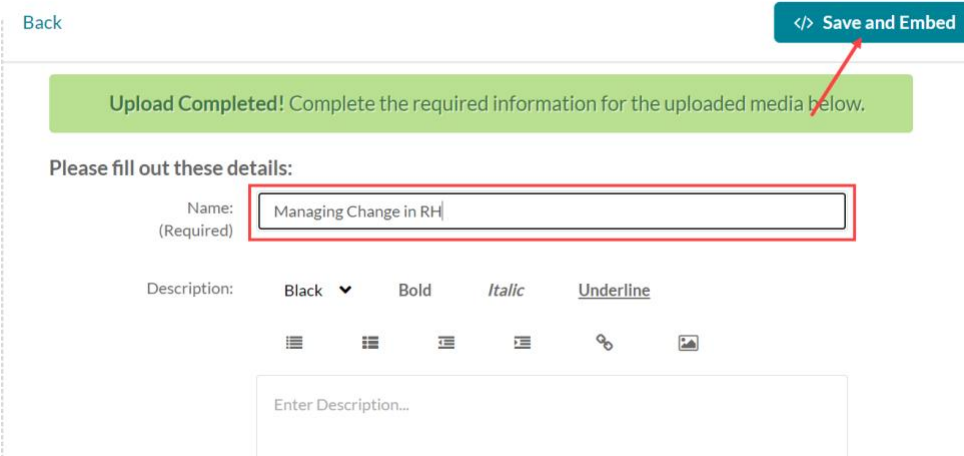
8. Click on Choose a file to Upload.



9. Locate the file on your computer and click **Open**.



10. Once the video file has finished uploading, click **Save and Embed.**
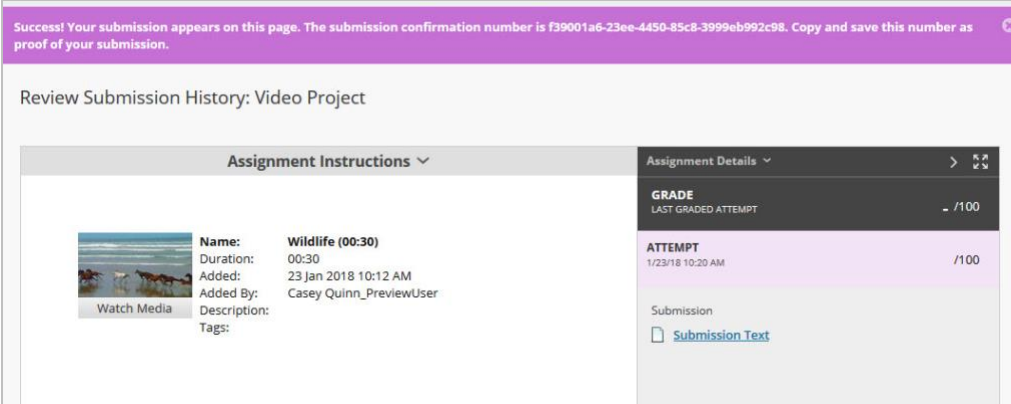
11. Click **Submit** to submit your assignment.



12. A confirmation page will display when the assignment has been successfully submitted.